

Appendix O – Glossary

Actual Disbursement Record

A Common Record submitted to the COD System in order to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). They either release funds available to a school via drawdown or FedWire/ACH or substantiate money already made available to the school. They must be submitted with a payment trigger set to "Y". An Actual Disbursement Record refers only to Pell Grant and Direct Loan Awards.

Attended School Entity Identifier

The location where the student will be attending classes for which Federal Financial Aid funds are being used.

Award

An Award refers to the amount of money given to a student for a given award year. Awards are designated by program, (ie. Direct Loan, Pell Grant or campus-based programs).

Campus-Based Programs

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:
Federal Perkins Loan Program

Federal Work-Study (FWS) Program
Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Central Processing System (CPS)

This is the ED system that processes information from the Free Application for Federal Student Aid (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits Institutional Student Information Record (ISIR) data electronically.

Changes

Corrections made to a previously submitted Common Record are referred to as Changes.

Common Origination and Disbursement (COD) Process

The COD Process is a common process integrated with a system designed to support origination, disbursement and reporting.

Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for Pell Grant and Direct Loan funding and campus-based reporting.

Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Student Financial Assistance. The Common Record is a document formatted in Extensible Markup Language.

Complex Element

An XML Element that contains other elements. It may also contain text but it isn't required to. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's address information can be represented by the following XML:

```
<home_address>
  <street>1 Country Drive</street>
  <city>Small Town</city>
  <state>VA</state>
  <zip>11111</zip>
</home_address>
<work_address>
  <street>1 Main Street</street>
  <city>Big City</city>
  <state>VA</state>
  <zip>22222</zip>
</work_address>
```

Through the nesting of street, city, state, and zip code information in the home_address and work_address complex elements, the information is logically grouped and the meaning of each group of address information is very clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

CPS Transaction Number

A transaction number from an eligible SAR.

Direct Loan Program

A Federal program where the government provides four types of education loans to student and parent borrowers:

- Federal Direct Stafford Loan (subsidized, for students)
- Federal Direct Unsubsidized Stafford Loan (for students)
- Federal Direct PLUS Loan (for parents)
- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are guaranteed by the Department of Education.

Disbursement

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Federal Family Education Loan (FFEL) Program funds received from a lender, or
- Institution funds used before receiving Title IV program funds.

Document

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document.

EAI Bus

See Enterprise Application Integration BUS

Edit Only Records

Edit Only Records are records sent as edits only, and are not intended to request or report funds.

Element

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName> Smith </LastName>, where LastName is an element.

Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools and the COD System. It transmits information from schools to COD and vice versa. Schools send information to the EAI Bus via Direct Loan and Pell Grant Origination and Disbursement records or Common Records. The EAI Bus sends origination and disbursement information to the COD System.

Enterprise Wide

FSA is seeking solutions which support all of the FSA enterprise, not just a departmental solution.

Entity Identifier

Unique identifier for each data exchange partner.

Expected Family Contribution (EFC)

The figure that indicates how much of a family's financial resources should be available to help pay a student's postsecondary education expenses. This figure, which is determined according to a statutorily defined method known as the federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid.

Full Participant

A Full Participant is a school that will be submitting the Common Record in the new XML format to COD for origination and disbursement of the Pell Grant and Direct Loan programs over the Student Aid Internet Gateway (SAIG). This is instead of submitting the multiple layouts in fixed file formats, or "legacy records".

Instance of Award

Multiple awards may be reported on a single Common Record. Each Instance of Award refers to each award that may be present on a single Common Record.

Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program.

The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing

results and National Student Loan Data System (NSLDS) Financial Aid History information.

It is transmitted electronically to postsecondary schools and state educational agencies.

National Student Loan Data System (NSLDS)

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965.

This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

Payment to Servicer Amount

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date.

Payment Trigger Flag

The Payment Trigger Flag is a field on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant).

Performance Based Organization (PBO)

Performance Based Organization is an organization based on the principle that it is held accountable for producing measurable results that customers value. In return, the organization is given unusual flexibility in how it can pursue those results.

Phase-in Participant

The Phase-In Participant is a school that communicates with COD over the Student Aid Internet Gateway using the “legacy” record formats defined in the Direct Loan and Pell Grant RFMS Technical Reference documents. This is instead of using the Common Record in XML to communicate with COD.

Postsecondary Education Participants System (PEPS)

PEPS is the system that provides the Recipient Financial Management System (RFMS), and now the COD system, with school eligibility information.

Potential Overaward Project (POP)

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year. The COD System is programmed to calculate the percentage of SPG used each time a school reports a

recipient's award. Any amount exceeding 100 percent of a full SPG represents an overaward and is disallowed.

Processing Termination

COD Process termination occurs when a Common Record designated as an Actual Disbursement substantiates a draw down.

Program Specific

In the context of the edits, some edits performed in the COD System are program specific. They apply only to Direct Loans, such as loan limits, or only to Pell Grants.

Real-time

Describes an application that requires a program or process to respond immediately, typically on-line while an operator waits for the response or update. The alternative is batch processing which is done for high volumes and does not require the operator to wait for each response.

Reasonability Checks

Checks that confirm information is within prescribed parameters to allow posting to the COD database (e.g., date of birth is numeric and between 19901231 and 19020101).

Receipt

The COD System returns a receipt after it performs an XML Schema check. The receipt is sent to the Full Participant after the Common Record is received by the COD System, but before actual processing of the Common Record.

Response

The Common Record sent back to the school after processing is complete. This Common Record contains updated information including edit comments and rejects, if necessary.

Simple Element

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<simple_element_name>text for this simple element</simple_element_name>
```

FSA

Office of Student Financial Assistance.

Student Aid Report (SAR)

After the student's application is received by the processing system, the processor will produce a Student Aid Report (SAR). The SAR will report the information from the student's application and, if there are no questions or problems with the application, the SAR will report the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid. The EFC will appear in the upper right-hand portion of the student's SAR. The results will be sent to the student and to the schools that he or she listed on the application.

Substantiate

The act of accounting for funds already drawn. In the COD Process, schools can substantiate funds by sending in an Actual Disbursement Record (where the payment trigger is set to "Y") detailing disbursement amount and date.

Tag

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example, <LastName>Jones</LastName> uses the tag of LastName.

Title IV Student Financial Aid

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of ED. Title IV programs consist of:

- Academic Achievement Incentive Scholarship Program
- Pell Grants
- FSEOGs
- FWS
- Federal Perkins Loans
- Federal Direct Student Loans
- FFEL Program
- Federal Consolidation Loans
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- LEAP
- Robert C. Byrd Honors Scholarships

Trading Partner

Two parties that exchange electronic data. Those parties that do not exchange data through the COD System can use the Common Record as a means of data exchange. These organizations are known as trading partners. Examples of

trading partners are: FFEL partners and schools; state grant agencies and schools, alternative loan partners and schools.

Verification Status Code

A field by which the school can inform FSA that they have paid a Pell Grant without supporting documentation for a student who was selected for verification.

The Verification Status Codes are:

V	Verified
W	Without Documentation

XML Schema

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.